



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

Effective 7/1/09

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[ <del>CHIEF CULTURAL RESOURCE</del> ] <b>ARCHAEOLOGIST MANAGER</b>	<b>39</b>	<b>A</b>	<b>7.854</b>

Under administrative direction, the [~~Chief Cultural Resource~~] **Archaeologist** Manager directs the Department of Transportation's statewide cultural resource management program to ensure compliance with federal, State, and local mandates applicable to cultural remains. Primary responsibilities include managing the department's [~~Cultural Resource~~] **Archaeology** section and serving as Principal Investigator for archaeological surveys, excavations, and mitigation projects subject to review by various State and federal agencies. The [~~position~~] **incumbent** carries the highest level of technical expertise in [~~cultural resource management~~] **archaeology** within the department and is the focal point of administrative, [~~and~~] technical, **and scientific** accountability for the department's cultural resource management obligations.

Develop [~~Cultural Resource~~] section work plans in response to requests from the [~~Department of Transportation's Divisions of Planning, Design, Bridge, Materials & Testing, Right of Way, and Maintenance Districts~~] **department's divisions and districts**; coordinate with professionals and managers throughout the department to define project parameters, advise on legal cultural resource management requirements affecting their projects, and suggest means of achieving compliance; serve as editor of technical papers published by the section for the archaeological community.

[~~Personally~~] Manage the most complex and sensitive projects; manage the section's testing, evaluation, and mitigation of [~~cultural resource~~] **archaeological** sites uncovered during construction to ensure regulatory compliance while enabling the earliest resumption of construction.

[~~This single position class reports to a Division head in the Department of Transportation and~~] Supervise [~~Cultural/Natural Resource Specialist III's~~] **Archaeologist Supervisors**, who supervise lower level [~~Cultural/Natural Resource Specialists~~] **Archaeologists** in [~~archaeological work, supervise archaeologists in~~] the design and management of cultural resource surveys, evaluation of eligibility for National Register of Historic Places, excavations, mitigation projects, and the writing of scientific reports; assign projects to employees or contractors depending on specialized expertise required.

**Develop and manage the section budget; oversee development of project cost estimates, grants, and grant work plans; negotiate contracts for consulting services; evaluate and provide for personnel training needs; administer human resources policies and programs for section employees.**

Act on behalf of the division head as assigned, which requires the incumbent to maintain [~~updated~~] current knowledge of the department's environmental projects and services as related to transportation systems construction.

Represent the department's cultural resource management efforts to regulatory agencies, historic preservation organizations, and the scientific community; conduct tribal consultations regarding projects that will impact Native American sites; consult other members of the archaeological community with recognized expertise in specific types of sites; ensure that recovered artifacts are curated at appropriate museums.

As Principal Investigator, retain legal responsibility for quality and ethics of scientific work performed by the section under permits from the State and various federal land management agencies.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- \* ~~[As a condition of hire and continuing employment, incumbents must maintain professional qualifications consistent with current federal and State requirements for managing cultural/natural resource programs and/or for Principal Investigator designation.]~~ ***Applicant's professional qualifications must meet federal and State requirements to manage cultural resource programs and/or to receive the Principal Investigator designation.***

EDUCATION AND EXPERIENCE: Ph.D. from an accredited college or university in archaeology, anthropology, architectural history, historical preservation, or closely related field and one year of ***professional*** experience ~~[conducting and]~~ supervising archaeological field surveys, excavations, testing, and mitigation for proposed projects; **OR** Master's degree from an accredited college or university in archaeology, anthropology, architectural history, historical preservation, or closely related field and two years of ***professional*** experience ~~[as described above]~~ ***supervising archaeological field surveys, excavations, testing, and mitigation for proposed projects;*** **OR** an equivalent combination of education and experience; **OR** ~~[one] two~~ years ~~[at the]~~ ***of experience as an [Cultural/Natural Resource Specialist III level] Archaeologist Supervisor*** in Nevada State service. (See Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations; archaeological theories and methods. **Working knowledge of:** historic preservation principles and theory; functions of State and federal regulatory agencies and the time frames involved in the cultural ~~[natural]~~ resources regulatory process; current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:** coordinate the efforts of division staff, various State and federal agencies and professionals by determining the time, place, and sequence of actions to be taken on the basis of the analysis of cultural resource data and project parameters; establish and modify priorities appropriately in response to changing conditions; supervise and direct all phases of large site excavation projects; manage division staff through delegation, training, performance evaluation, ~~[reward,]~~ and discipline; interact diplomatically with department staff, State, and federal agencies, the scientific and preservation communities, and the general public; motivate others to effective action; analyze and modify staffing patterns, workflow, internal policies and procedures to accomplish established objectives; mediate between contending parties, negotiate and exchange ideas, develop consensus, and arrive at sound conclusions and solutions to organizational and cultural resource management problems; analyze technical reports and associated documents for accuracy and responsiveness to federal and State requirements; oversee the writing and editing of publication-quality scientific reports; speak extemporaneously on short notice regarding historic preservation, department cultural resource projects, or archaeology.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** archaeological research ***and scientific*** issues pertaining to cultural resource management of Nevada sites; the responsibilities of a Principal Investigator and permit maintenance requirements. **Working knowledge of:** State and department policies and procedures for procurement, budget and ~~[personnel]~~ ***human resources*** administration; where to go within the department and the State for needed information. **Ability to:** organize and manage multiple simultaneous cultural resources projects on a statewide basis; effectively advise divisions within the department on cultural resource management obligations, time frames required, project implementation and coordination.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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